



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATMT-LTB-LSD

08 December 2016

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #16 – **Permissive Temporary Duty (PTDY)**

1. References:

a. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.

b. This memorandum supersedes previous version of Policy Memorandum #16.

2. PTDY is the appropriate action for any student in USASD to handle unique situations that require them to be away from their assigned duty location. Examples that fall into this category are as follows:

a. Degree study programs off campus.

b. Training with Industry program that requires Students to travel for business.

c. Chaplain's requiring time for denominational endorsement.

3. Any time that a student is away from their assigned duty location, they must be under a pass, leave and temporary duty or PTDY status. If there is ever a question about the appropriate status, the Soldier should call the USASD Operations Administrative Clerk for clarification.

4. In accordance with (IAW) AR 600-8-10, Chapter 8, PTDY request for outside continental United States (OCONUS) require travel clearance. Refer to USASD Policy Memorandum #8, paragraphs 6 and 7 for requirements and documents. PTDY request must be submitted 45 days prior to the start date of the PTDY request.

5. The Battalion Commander reserves the authority to grant up to 10 days of PTDY in accordance with AR 600-8-10.

6. The Brigade Commander is the approval authority for PTDY in excess of 10 days.

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Policy Memorandum #16 – **Permissive Temporary Duty (PTDY)**

7. Submit required documents/packet to the USASD Operations Administrative Clerk within the prescribed timeline. Visit the USASD website at <https://usasd.armylive.dodlive.mil/operations/> for required documents/packets and POC.

8. Point of contact for this memorandum is the undersigned at (803) 751-5305.



E. VICTORIA NIETO
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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #17 - **In-processing Requirements**

1. References:

- a. AR 37-104-4, Military Pay and Allowances Policy, dated 8 June 2005.
- b. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Cycle), dated 19 February 2015.
- c. AR 608-75, Exceptional Family Member Program, dated 22 November 2006, RAR 001 dated 24 February 2011.
- d. AR 621-1, Training of Military Personnel at Civilian Institutions, dated 28 August 2007.
- e. AR 350-1, Army Training and Leader Development, dated 19 August 2014.
- f. DoD Financial Management Regulation, Volume 7A, Chapter 32.
- g. This memorandum supersedes previous version of Policy Memorandum #17.

2. The purpose of this policy memorandum is to provide guidance for In-processing the USASD.

3. Personnel with assignment instructions to the USASD are authorized to report no earlier than 10 days prior to authorized report date or start date of schooling/training. Personnel in receipt of Permanent Change of Station (PCS) orders stating authorized early report greater than 10 days must contact their Branch Manager immediately. **Request to report earlier to initiate gaining station housing allowance (BAH) or maintain a stable leave balance is strictly prohibited.**

4. A completed Student Data Form, HR and Finance packet must be received to properly arrive you to USASD. Procedures and requirements are delineated under the USASD webpage at <https://usasd.armylive.dodlive.mil/in-processing/>.

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SUBJECT: Policy Memorandum #17 - **In-processing Requirements**

5. In-Processing packets must be complete and submitted in one session. NO action is taken on incomplete/partial submissions.
6. For assistance with additional questions/concerns, please contact the In-Processing POC's listed in the USASD website at <https://usasd.armylive.dodlive.mil/contact-information/>.
7. Point of contact for this memorandum is the undersigned at (803) 751-5305.


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08 December 2016

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #18 - **Out-processing Requirements**

1. References:

- a. AR 37-104-4, Military Pay and Allowances Policy, dated 8 June 2005.
- b. AR 55-46, Travel Overseas, dated 20 June 1994.
- c. AR 600-8-8, The Total Army Sponsorship Program, dated 4 April 2006.
- d. AR 600-8-11, Reassignment, dated 01 May 2007, RAR 001, dated 18 October 2012.
- e. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Cycle), dated 19 February 2015.
- f. AR 608-75, Exceptional Family Member Program, dated 22 November 2006, RAR 001 dated 24 February 2011.
- g. AR 614-30, Overseas Service, dated 27 January 2015.
- h. AR 614-100, Officer Assignment Policies, Details, and Transfers, dated 1 October 2006.
- i. AR 614-200, Enlisted Assignments and Utilization Management, dated 26 February 2009, RAR 002 dated 11 October 2011.
- j. DoD Financial Management Regulation, Volume 7A, Chapter 32.
- k. This memorandum supersedes previous version of Policy Memorandum #18.

2. Total Army Sponsorship Program; Service members undergoing a PCS move will participate in the sponsorship program. Service member will complete and return DA Form 5434 (Sponsorship Program Counseling and Information Sheet) immediately upon receiving assignment instructions. Service members reassigned to the USASD are

excluded from the sponsorship program. Procedures and requirements are delineated under the USASD webpage at <https://usasd.armylive.dodlive.mil/out-processing/>.

3. Personnel are authorized five working days to out-process prior to Permanent Change of Station (PCS) or Expiration of Service Agreement (ESA)/Expiration Term of Service (ETS).

4. Supervisors will ensure that personnel are afforded this time to take care of personal business and complete the unit and installation out processing checklist.

5. Review Out-processing procedures at the USASD website at <https://usasd.armylive.dodlive.mil/out-processing/>. A completed Out-processing packet to include Request and Authority for Leave (DA Form 31) for PCS and most recent Leave and Earnings Statement (LES) and Officer Record Brief (ORB) must be received in the USASD prior to publishing of PCS orders. It is imperative that you review your packet prior to submission. PCS orders will be processed in a timely fashion for packets that are complete and correct and will be issued upon completion. Service members with incomplete packets will be notified via email and will not be processed until receipt of corrected action. Approved PCS DA Form 31 will be returned to you NLT 7 days prior to your departure.

6. Required forms for overseas PCS include:

a. DA Form 4036 (Medical and Dental Preparation for Overseas Movement). A physician must complete 14 through 24, and verify the HIV test results on back bottom of this form. Disregard dental evaluation unless assigned to an isolated area. CONUS to OCONUS PCS HIV tests must be updated within six (6) months of report date. Forms requiring a physician may be completed by a civilian doctor if the nearest Army Military Treatment Facility is not within 50 miles or one hour drive.

b. DA Form 5121 (Overseas Tour Election Statement). Read carefully and complete as appropriate. This form determines election for movement of family members to OCONUS tour.

c. DA Form 4787 (Reassignment Processing). This is your request for pinpoint assignment.

7. In accordance with (IAW) AR 608-75 (Exceptional Family Member Program) if you are requesting family travel and NOT on assignment to a dependent restricted tour the following is required to include the above; even if your family members are not enrolled in the Exceptional Family Member Program (EFMP). The process for family travel request will not begin until all forms are completed.

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a. DA Form 5888 (Family Member Deployment Screening Sheet). This form must be completed by a physician for all family members.

b. DA Form 7246 (EFMP Screening Questionnaire). This form must be completed by a physician for all family members.

c. One of the following for each family member: Family Member Overseas Screening Physical Exam Letter or the SF 506 (Physical Examination) or DA Form 5888-1 (Screening of Family Members in Remote OCONUS Areas).

d. PDQ- AGES- New Born thru 6yrs old.

8. If one or more of your dependents are EFMP warranted a DA Form 2792 (Exceptional Family Member Medical Summary) or DA Form 2792-1 (EFMP Special Education/Early Intervention Summary) is required for each EFMP warranted dependent.

9. For additional questions/concerns, please contact your POC listed under the Out-Processing page at <https://usasd.armylive.dodlive.mil/out-processing/>.

10. Use of DoD Government Travel Charge Card (GTCC) is mandatory for all personnel (military or civilian) to pay for ALL official travel costs for TDY/TAD and PCS (where applicable). Soldiers on assignment instructions and have a GTCC account will contact the USASD travel charge card Agency Program Coordinator (APC) to register/enroll in the GTCC PCS program. Complete and submit the PCS enrollment form, copy of PCS orders and approved PCS DA Form 31. GTCC will be activated no earlier than 10 days prior to departure date and will deactivate no later than 10 days after report date as indicated on PCS orders. Advance of travel entitlements (per diem, mileage, and dislocation allowance) is not authorized.

11. Requests for Advance Pay:

a. The purpose of advance payments are to ease hardships imposed by the lack of regular payments when a soldier is mobilized, ordered to duty at distant stations, or deployed aboard ships for more than 30 days. DD Form 2560 (Advanced Pay Certification/Authorization) is used to certify and authorized an advance of pay. SM's requesting an advance of pay for a PCS move must prepare DD Form 2560. Completed DD Form 2560 along with a copy of PCS orders, will be sent to the serving DMPO or unit commander, when required, for forwarding to the servicing DMPO. The unit commander will approve/disapprove all requests for advance of pay.

b. Justification is required when any soldier requests a second advance, an advance of more than 1 month basic pay less deductions, more than a 12-month repayment schedule, payment earlier than 30 days before departure, or payment later than 60 days after arrival at the new duty station. The justification must be in writing

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and must itemize expenses incurred, extenuating circumstances, or severe hardship that would be considered exceptions to normal circumstances. The commander or a designated officer, or civilian in the chain of command senior to the requestor must approve the request.

c. Advance of pay is NOT intended to provide funds for items such as investments, vacations or the purchase of consumer goods that are not the result of direct expenses resulting from the SM's PCS move.

12. For additional questions/concerns, please contact the Finance Section.

13. Point of contact for this memorandum is the undersigned at (803) 751-5305.


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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #19 – **Urinalysis Testing**

1. References:

- a. AR 600-85, The Army Substance Abuse Program, dated 28 November 2016.
- b. Army Directive 2012-07 (Administrative Processing for Separation of Soldiers for Alcohol or Other Drug Abuse), dated 13 March 2012.
- c. This memorandum supersedes previous version of Policy Memorandum #19.

2. The urinalysis-testing program is mandated by TRADOC and supervised by the Fort Jackson Alcohol and Drug Office.

3. The standard for the USASD is a monthly urinalysis test for 100% of permanent party Soldiers located at Fort Jackson, SC.

4. Standard Procedures.

- a. All personnel will report to the test site within one hour of notification.
- b. Soldiers must have their DD Form 2A (Armed Forces Identification Card) available.
- c. Soldiers will not depart the test site unless released by the First Sergeant or Commander.
- d. Operations Sergeant will report accountability to the First Sergeant.
- e. Soldiers will follow the directions of the Unit Alcohol and Drug Coordinators during the testing.

5. The test site is the appointed place of duty upon notification. Failure to report is a violation of Article 86 of the UCMJ. Violators may be subject to punishment IAW Article 86.

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SUBJECT: Policy Memorandum #19 – **Urinalysis Testing**

6. Point of contact for this memorandum is the undersigned at (803) 751-5305.


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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #20 – **Awards**

1. References:

- a. AR 600-8-22, Military Awards, dated 25 June 2015.
- b. AR 672-20, Incentive Awards, dated 01 April 2014.
- c. Leader Training Brigade SOP.
- d. This memorandum supersedes previous version of Policy Memorandum #20.

2. The objective of the DA Military Awards Program is to provide tangible recognition for acts of valor, exceptional service or achievement, special skills or qualifications, and acts of heroism not involving actual combat.

3. The goal of the Total Army Awards Program is to foster mission accomplishment by recognizing excellence of both military and civilian members of the force and motivating them to high levels of performance and service.

4. It is the intent of this command that Soldiers and DA civilians be recognized and awarded for meritorious service or achievement. The following guidelines will be used to recognize outstanding performance:

- a. Recommendations for awards must be based on specific achievements.
- b. The conduct of the Soldier both on and off duty must be considered with job performance.
- c. Awards for meritorious service (retirement or end of assignment) will be based on the Soldier's level of responsibility and manner of performance, not on rank.
- d. Awards are a privilege, not a right.

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SUBJECT: Policy Memorandum #20 – **Awards**

5. Military awards must be submitted to the company IAW the following schedule:
 - a. Letters of Appreciation or Commendation 7 days
 - b. Certificate of Achievement 7 days
 - c. Army Achievement Medal 30 days
 - d. Army Commendation Medal 60 days
 - e. Meritorious Service Medal 100 days
 - f. Legion of Merit 130 days
6. Civilian awards must be processed in accordance with AR 672-20.
7. Any event used to justify an achievement award may not be used as a bullet on a service/end of tour award. End of tour awards will be done IAW Battalion S-1 guidelines.
8. All awards will be submitted through the command for processing.
9. Point of contact for this memorandum is the undersigned at (803) 751-5305.


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